



CLASS SPECIFICATION FOR:

Senior Animal Protection Police Officer

General Statement of Duties:

Assists the Animal Protection Police Supervisor in the effective and efficient operation of the Animal Protection Section; performs animal control duties and enforces all animal related statutes and ordinances; may perform law enforcement duties for other criminal statutes and ordinances; does related work as required.

Distinguishing Features of Class:

Supervises Animal Protection Police Officers and related personnel on a specific shift; performs the duties of the Animal Protection Police Supervisor when absent. This class is a working supervisor charged with patrol and response as well as shift supervision of the Animal Shelter and of the on-duty shelter custodian(s). As an Animal Protection Police Officer, intensive training in the apprehension and humane care of all types of animals as well as various phases of police work; as a law enforcement officer and receives basic and in-service training mandated by State statutes. Work is performed under the general supervision of the Animal Protection Police Supervisor.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Supervises and advises Animal Protection Police Officers, assigns areas, schedules work assignments, and evaluates their work;
- Performs routine inspections of equipment and materials;
- Participates in the investigation of unusual cases and/or problems;
- Performs inspections required by statutes in animal related venues and private property;
- Patrols a specified segment of the County in an Animal Protection Police vehicle;
- Performs the duties of an Animal Protection Police Officer;
- Prepares reports of activities as required;
- Provides assistance in general police capacity as required;
- May act as Animal Protection Police Supervisor in that incumbent's absence;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

A special interest in and considerable knowledge of the proper treatment and handling of all kinds of animals; thorough knowledge of animal control statutes and ordinances with the ability to appropriately interpret and apply statutes governing animal control and the criminal codes of Virginia; considerable knowledge of the geography of the County; ability to effectively supervise; ability to be firm and courteous with the public; good moral character; ability to demonstrate tact, discretion, and sound judgment; ability to understand and carry out oral and written instructions; skill in the use of firearms; physical condition that allows mobility and agility sufficient to pursue and capture all types of animals and that permits activities necessary in and inherent to the law enforcement profession; ability to perform heavy lifting and work in adverse temperatures and/or weather conditions.

Minimum Education and Experience:

Education: Graduation from high school or equivalent

Experience: Three (3) years of experience in animal control

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Possession of a valid driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position. Must be at least 18 years of age and a United States citizen.

G.D.S.0002

Career Code:

Date of last Revision: 01-Jul-2010

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.